

Job Title:	Utility Locator
Job Description Number:	1224
Department/Division:	Public Works/Wastewater
Exemption Status:	Non-Exempt
Pay Grade:	209
Immediate Supervisor:	Assistant City Engineer (Wastewater)
Normal Work Schedule:	4 days/week, 10 hours/day

Brief Description of the Job:

Location and marking of all City-owned wastewater and stormwater lines. Assist the Supervisor and Utilities & Services Inspector in the performance of their daily duties by performing smoke & dye tests, inspecting all wastewater line creek crossings, lift station maintenance, and investigation and coordination of all grease problems with ReWa. Serve as a lead worker on our 24-7 after hours on-call system. Perform other administrative duties for the Assistant City Engineer as assigned.

Essential Functions:

Location and marking of all City-owned wastewater and stormwater lines (50%): Location and marking of all wastewater and stormwater lines: In charge of administering the City's utilities locating and marking program by pulling all locate requests off computer twice daily. In accordance with 811, sets up daily route for the purpose of locating and marking of all City-owned wastewater and stormwater lines or by providing maps for contractors or other outside agencies.

Administrative duties for the Assistant City Engineer as assigned (20%):

Assist in pre-planning repairs and large projects. Prepare reports, research technologies and project costs. Coordinate with outside contractors. Inspect work done by contractors and review reports provided by contractors. Assist in preparing and reviewing contracts. Coordinate with vendors. Plan and execute special projects. Coordinate with divisions within Public Works and other City departments.

Inspection (15%): Smoke and dye testing and enforcement & tracking of private wastewater problems. Assist in performing the City smoke & dye testing program. Assist with the enforcing of all City codes pertaining to private wastewater problems contributing to I&I or other health problems. Work with citizens to make sure these problems are corrected. Inspection of wastewater main creek crossing. Assist the Supervisor and Utilities & Services Inspector in administering the City's annual wastewater creek crossing inspection program by performing field inspections of City-owned wastewater mains crossing creeks and open ditches for the purpose of identifying deterioration of pipe(s) and/or support(s). Coordinate grease problems with ReWa. Assist in the City's grease enforcement program by locating, tracking, recording, and coordinating all grease problems with ReWa.

24/7 after hours on-call system (5%): Serve as a lead worker on after hours on-call system.

Inclement Weather (5%): Plow, spread salt and sand, shovel sidewalks, cut down trees and remove

Meetings/Training (5%): Attend required meetings and trainings as directed.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

Physical Demands: Frequently requires standing, fine dexterity, walking, lifting, carrying, reaching, kneeling, pushing/pulling, climbing, vision, foot controls, balancing, bending, crouching, hearing, twisting, and talking. Occasionally requires sitting, handling, and crawling.

Machines, Tools, Equipment, and Work Aids: Manhole hook, pry bar, and smoking machine.

Computer Equipment and Software: Personal computer, laptop computer, and CityWorks.

Working Conditions

Overall Working Conditions: Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Daily exposure to extreme temperature, respiratory hazards, noise and vibration, physical hazards, and wetness and/or humidity.

Health and Safety: Occasional exposure to mechanical hazards, electrical hazards, communicable diseases. Rare exposure to chemical hazards, fire hazards.

Primary Work Location: Office Environment, Vehicle, and Outdoors.

Protective Equipment Required: Hard hat, steel-toed shoes, gloves, safety vest, safety glasses, ear protection, rain suit, and rubber boots.

Non-Physical Demands

Frequently requires performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment. Occasionally requires time pressures, emergency situations, and frequent change of tasks. Rarely requires irregular schedule/overtime

Job Requirements

Formal Education: High school diploma plus six months to one year of advanced study or training in Public Works, utility work, or construction safety is required.

Experience: Over four years of experience in sewer maintenance related work is required.

Driver's License Required: A valid Class B South Carolina Commercial Beginner's permit is required. Once in classification, employee must obtain corresponding Class B South Carolina CDL with tanker endorsement within 4 months.

Certifications and Other Requirements: None.

Job Demands

Reading: Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Work requires regular and routine interaction involving exchange and receipt of information. Work has a high impact on the organization. External contacts include other sewer districts and outside contractors. Internal contacts include Fire, Police, Building and Zoning, and division within Public Works.

Management and Supervision: Job has no responsibility for the direction or supervision of others.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

Freedom to Act and Impact of Action

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. **Moderate impact of action:** Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.